

MEETING MINUTES

SUBJECT: 222-S Project Managers Meeting & Misc. Lab Issues (TSD: TS-2-1)

| | | | | | |
|--------------------------------|------|---|----------------------------|---------------------------|---------|
| TO: Distribution | | BUILDING Federal Buildings, Room 201 | | | 0053194 |
| FROM: G. J. Warwick | | CHAIRMAN J. H. Zeisloft, Jr. | | | |
| DEPARTMENT-OPERATION-COMPONENT | AREA | SHIFT Day | DATE OF MEETING 4/27/00 | NUMBER ATTENDING 11 | |

Attendees

Distribution

Administrative Record

U.S. Department of Energy
Richland Operations Office

Paula Clark
Astrid Larsen
Jamie Zeisloft

State of Washington
Department of Ecology
Joan Bartz
Brenda Becker-Khaleel
Deborah Singleton
Jeanne Wallace
Jerry Yokel

Fluor Hanford
Lucinda Bormeman
Bob Giroir
Jay Warwick

RECEIVED
JUN 19 2000

EDMC

L. F. Perkins
D. L. Renberger

Jamie Zeisloft opened the meeting with introductions around the table.

Next a discussion on the last meeting minutes and that they were delayed due to the sudden illness of John Winterhalder.

Action Items from last meeting

- Lab Tour was considered a success
- LDR sample analysis concerns raised by Joan Bartz - discussed status and how RL will transmit a response to WDOE. No definite date has been set for this yet.
- Meeting Minutes signature blocks
 - All agreed that no signatures would be needed for the first meeting (2/2/00)
 - Minutes from the first meeting would be attached to the minutes this meeting and are approved upon approval of this month's meeting minutes.

- Occurrence Reports - issue raised by Ecology that they were not receiving these anymore.
 - Jamie Zeisloft has action on this, with no answer yet, extended.
 - Ecology wants to get back on the distribution list for these.

TSD Issues

- Bob Giroir described new waste group organization and plans for the 222-S laboratory with a tentative date of having the new organization in place by June 30.

Operations Report

- Bob Giroir handed out a summary of Operational status for 222-S.
- Jay Warwick provided the Operational status for WSCF.
 - Joan Bartz mentioned that she will be conducting an assessment of the analytical process concerning water permitting, this is a continuation of an ongoing assessment being conducted at ETF.

Jamie Zeisloft discussed the TPA section 6.0 as requested by Jerry Yokel.

- Jerry stated that these sections were out of date and that they needed to be changed. Ecology has provided this comment in the past along with proposed language changes which have not been incorporated as of yet.
- Jamie took an action to meet with Paula Clark on this and provide Ecology a response as to why the changes have not taken place yet.

Action Items

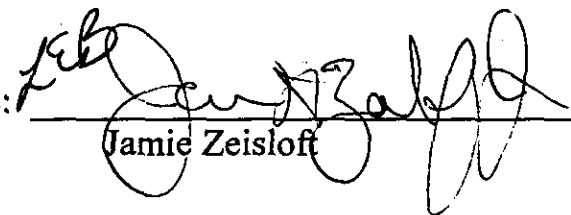
- Jeanne Wallace will provide an POC/Organization chart for Ecology
- Joan Bartz will forward an e-mail on Occurrence reporting cancellation to Jamie Zeisloft.
- Brenda Becker-Khaleel has requested a tour for her and Jeanne on May 17th at 1pm.
- Jamie will meet with Paula Clark on the TPA Section 6.0 update.

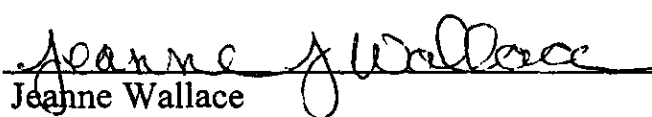
Attachments

1. Agenda
2. Action Item List
3. Monthly Operational Status, 222-S Labs, 4/27/00
4. Meeting minutes from 2/2/2000 meeting

Meeting Minute Approval Sheet

**222-S Project Managers Meeting & Misc. Lab Issues
(TSD: TS-2-1)**

DOE:  5/25/00
Jamie Zeisloft Date

ECOLOGY:  5/25/00
Jeanne Wallace Date

[Note: By my approval of these meeting minutes, the 2/2/00 Project Managers' meeting minutes, which are attached, will be approved]

CORRESPONDENCE DISTRIBUTION COVERSHEET

Author

G. J. Warwick, FH, 373-7076

Addressee

Distribution

Correspondence No.

Subject:

MEETING MINUTES - 222-S PROJECT MANAGERS MEETING & MISC. LAB
ISSUES (TSD: TS-2-1)

DISTRIBUTION

| Approval | Date | Name | Location | w/att |
|----------|------|--|----------|-------|
| | | Administrative Record | H6-08 | |
| | | U.S. Department of Energy <u>Richland Operations Office</u> | | |
| | | E. M. Bowers | A2-15 | |
| | | P. K. Clark | A2-15 | |
| | | A. P. Larsen | A2-15 | |
| | | J. H. Zeisloft | A2-15 | |
| | | State of Washington <u>Department of Ecology</u> | | |
| | | J. K. Bartz | B5-18 | |
| | | B. L. Becker-Khaleel | B5-18 | |
| | | D. Singleton | B5-18 | |
| | | J. J. Wallace | B5-18 | |
| | | J. W. Yokel | B5-18 | |
| | | <u>Fluor Hanford</u> | | |
| | | L. E. Borneman | G1-27 | |
| | | R. J. Giroir | T6-14 | |
| | | L. F. Perkins | S3-30 | |
| | | D. L. Renberger | H6-10 | |
| | | G. J. Warwick | S3-25 | |

222-S Project Managers Meeting & Misc. Lab Issues (TSD: TS-2-1)
4/27/00

Attachment 1
Agenda

222-S Project Managers Meeting & Misc. Lab Issues

Fed Bldg, Rm 201

April 27, 2000

3:00 – 4:00 p.m.

Agenda

- I. **Approval of Previous Meeting Minutes**
- II. **Status of Action Items**
- II. **222-S TSD Issues**
- III. **222-S Laboratory**
 - **Operational Report**
- IV. **WSCF Laboratory**
 - **Operational Report**
- V. **Misc. Issues**
 - **TPA QA Requirements (TPA Sections 6.5 and 7.8)**
- VI. **Next Meeting**

4/27/00

222-S PROJECT MANAGERS / MISC ISSUES MEET

| <u>NAME</u> | <u>ORG</u> | <u>PHONE</u> |
|----------------------|------------|--------------|
| JAME ZEISLOFT | RL | 372-0188 |
| JERRY YORK | Ecology | 736-3009 |
| Deborah Singleton | Ecology | 736-5722 |
| JOANNE WALLACE | Ecology | 736-3019 |
| Astrid Larsen | DOE RL | 372 0477 |
| Brenda Becker-Khalil | Ecology | 736-3003 |
| BOB GILKIN | 222-S | 373-4617 |
| my Warwick | WSOF/ECO | 373-2076 |
| JOHN K. BARTZ | Ecology | 736-5407 |
| Lucinda Borneman | AS | 373-2821 |
| Paula Clark | AS/DOE-RL | 376-4718 |

222-S Project Managers Meeting & Misc. Lab Issues (TSD: TS-2-1)
4/27/00

Attachment 2
Action Item List

**222-S Laboratory's Treatment Tanks and
Storage Buildings (TSD: TS-2-1)
and Miscellaneous Laboratory Topics**

Actions

| TRACKING NUMBER | DATE ASSIGNED | FACILITY | ACTION | ACTIONEE | DUE DATE [Target=T, Mandatory=M] | STATUS |
|--------------------|------------------|----------|---|-------------|--|--------|
| AS-00-009 | 4/27/00 | ALL | Provide status of Change request to TPA Section 6 (QA) | P. Clark | 5/25/00 | OPEN |
| AS-00-008 | 4/27/00 | 222-S | Coordinate tour of 222-S for Ecology | J. Zeisloft | 5/17/00 | OPEN |
| AS-00-007 | 4/27/00 | ALL | Forward e-mail on Occurrence Report cancellation to Zeisloft. | J. Bartz | 5/25/00 | OPEN |
| AS-00-006 | 4/27/00 | ALL | Provide POC/Organization Chart for Ecology | J. Wallace | 5/25/00 | OPEN |
| AS-00-005 | 3/23/00 | WSCF | Determine LDR Analytical requirements for liquids (SW-846 vs. 200.8) | P. Clark | 4/27/00 | OPEN |
| AS-00-004 | 3/23/00 | ALL | Determine why Ecology is no longer getting RL Occurrence Reports | J. Zeisloft | 4/27/00 | OPEN |
| AS-00-003 | 3/23/00 | ALL | Add signature block to meeting minutes | J. Zeisloft | 4/27/00 | CLOSED |
| AS-00-002 | 3/23/00 | 222-S | Coordinate tour of 222-S for Ecology | J. Zeisloft | 4/25/00 | CLOSED |
| AS-00-001 | 2/2/00 | ALL | Attach RL and contractor organization charts to meeting minutes | J. Zeisloft | 4/27/00 | CLOSED |

222-S Project Managers Meeting & Misc. Lab Issues (TSD: TS-2-1)
4/27/00

Attachment 3
Monthly Operational Status, 222-S Labs, 4/27/00

MONTHLY OPERATION STATUS
222-S LABORATORY
April 27, 2000

AP-108 – The data package was completed and delivered to the release station on Wednesday, March 29, 2000. This represented a strong team effort from staff at both 222-S and WSCF to prepare and analyze these samples in the short time frame required and to perform the documentation, quality reviews and compilation needed to issue the data package.

Initiated changes to ASP-310, Section 1.5 Laboratory Entry Control to address accountability issues in accordance with emergency response procedure by providing guidance to personnel in notifications to Shift Operations Manager upon arrival and departure.

ASP RadCon initiated three HNF-PRO radiological control instrument procedure revisions. These changes extended the time limit of the daily source check for portable instruments from 24 to 32 hours. This change will provide relief to all PHMC contractors.

This change will eliminate the overtime graveyard shift the ASP Radiological Control Technicians have been working in order to ensure all instruments were source checked prior to dayshift personnel starting work, thus providing a significant cost savings.

Management Assessments. Two management assessments were submitted by assessors last week, including "Effectiveness of Integrated Schedule" (Andre Williams) and "LIMS Program" (Larry Lockrem). De-briefs are scheduled this week. ASP Assessment Management has allotted 222-S a few days past the March 31, 2000 dates to allow for completion of three other assessments. They include "Preventive Maintenance Recall System" (Jay Heinemann), "Housekeeping" (Bob Giroir), and "Environmental/Air Sampling" (Ron Boom), which should all be completed the first of this week.

Developed performance indicators (PIs) to track deficiencies identified in the Environmental, RadCon, Engineering/Maintenance, and Operations Deficiency Evaluation Group meetings and submitted the PIs to Tom Brown, Operations Manager, for review. These PIs illustrate the ISMS core functions versus failure points. Tom Brown shared the Engineering/Maintenance PI with senior management, who responded very favorably to this approach for tracking ISMS implementation barriers.

Two more candidates for hot cell and standards lab chemists were interviewed this week. The candidates were escorted to the laboratory and spent time with the people working in these areas to get a feel for what the job entails. This completes the interviews for the two Scientist positions, and selections will be forwarded to Human Resources for review early next week.

ICP/MS – Lab Core has been set up for the new method that supports analysis of 50 elements for privatization work. The new multi-element method was tested further with standards with varied success. Samples from AZ-102 will be analyzed next week using this method.

LAMS – An invited abstract is being prepared for presentation at the national American Chemical Society (ACS) meeting in Washington DC in August. The presentation will highlight the work performed at PNNL on LAMS analysis of lithium metaborate glasses loaded with simulated tank waste that were prepared by a method developed at the 222-S Laboratory. This preparation method is planned to be automated and remoted for preparing glasses and solutions for LAMS and ICP/MS respectively.

The tri-annual inventory of chemicals for 222-S, 222-SA, and WSCF was completed this month. The report will go out by early next week.

Recommendations for chemical technologists for the pilot test of the chem tech training modules have been identified and given to Dick Millward of training. Recommendation of time needed to accomplish the task have also been given. A trainer for the pilot has been supplied by the training department.

The nuclear Material custodians and custodial managers attended a criticality seminar this week to review the criticality accidents that have occurred throughout the world to-date. The Russian accidents and the recent Japanese accident were main focus. The session was videotaped and the CSR is checking to see if the video is available for safety meeting topics etc.

Z-361 – The revision to the Z-361 final report data package to report the TIC/TOC and PCB results was released on the customer requested date of April 13, 2000. A draft of the third-party validation report for the radionuclides was received on April 12, 2000 for review by the lab prior to issue to the customer. The customer was given a release date of April 18, 2000 for this report. The third-party validators will receive a copy of the PCB results for validation by the COB on April 13, 2000.

The B-Shift Operations Manager, Mike Cook, would like to recognize the quick thinking and timely response of HPT Lisa Spicer to an incident that happened Tuesday April 11, 2000. Early Tuesday afternoon, Lisa observed an electrical fire within the cab of an unmanned Dyncorp front-loader. She provided a fire extinguisher for the heavy equipment operator that allowed him to control and put out the fire. Lisa's quick thinking helped prevent the spread of the fire to several nearby cars. **THANK YOU LISA!**

Integrated Schedule Project - Functional and operational Requirements for the systems are being developed. Capabilities of P3 to meet these requirements is also being reviewed. Identification of existing fragments and development of a library of basic subproject fragments (i.e.; maintenance work package development, analytical method development; etc) is also being developed.

222-S Project Managers Meeting & Misc. Lab Issues (TSD: TS-2-1)
4/27/00

Attachment 4
Meeting Minutes from 2/2/2000 Meeting

MEETING MINUTES

SUBJECT: Analytical Services Project Meeting with Ecology (TSD TS-2-1)

| | | | | |
|--|------|-----------------------|-----------------|------------------|
| TO: Distribution | | BUILDING | | |
| FROM: J. A. Winterhalder/L. E. Borneman | | CHAIRMAN E. Bowers | | |
| DEPARTMENT-OPERATION-COMPONENT | AREA | SHIFT | DATE OF MEETING | NUMBER ATTENDING |
| Analytical Services | | Day | 2/2/2000 | 16 |

Attendees

U.S. Department of Energy,
Richland Operations Office

E. M. Bowers
P. K. Clark
J. H. Zeisloft

State of Washington,
Department of Ecology

J. K. Bartz
B. L. Becker-Khaleel
J. J. Wallace
J. W. Yokel

Fluor Hanford

W. W. Baird
D. B. Beagles
L. E. Borneman
R. J. Giroir
P. W. Martin
J. L. Nuzum
K. N. Pool
G. J. Warwick
J. A. Winterhalder

INTRODUCTION

Ms. E. A. Bowers (RL) opened the meeting at 10:00 AM with around the table introductions. Mr. J. H. Zeisloft (RL) will facilitate future meetings which are driven by the Tri-Party-Agreement (TPA) and require periodic Project Manager meetings for all Treatment, Storage and Disposal (TSD) Facilities/Units. The TPA also requires that meeting minutes be taken and signed by the attendees. The possibility of combining this meeting with other routine meeting forums was discussed and rejected. The agenda for these meetings will follow other Project manager's meeting agendas. It was noted by RL that the suggested agenda goes beyond what is required by the TPA. Future meetings will be held on the fourth Thursday of each month at 3:00 PM in the Federal Building. The meeting location will be identified and communicated to the following individuals that are expected to be present at all future meetings.

J. K. Bartz, Ecology
B. L. Becker-Khaleel, Ecology
J. J. Wallace, Ecology
J. W. Yokel, Ecology
E. A. Bowers, RL
P. K. Clark, RL
J. E. Zeisloft, RL

L. E. Borneman, FH
R. J. Giroir, FH/222-S
M. F. Marcus, FH
L. F. Perkins, FH/WSCF
G. J. Warwick, FH/WSCF
J. A. Winterhalder, FH/222-S

Action items resulting from these meetings will be assigned, tracked in table form, and distributed at the beginning of the next scheduled meeting. The tracking format will follow that currently being used at other Project Manager meetings.

MEETING MINUTES (Continued)

Page 2 of 2

SUBJECT: Analytical Services Project Meeting with Ecology (TSD TS-2-1)

2/2/2000

WSCF METHOD ISSUE/ECOLOGY LDR SAMPLE ANALYSIS

The WSCF analytical method 200.8 issue was summarized and discussed within the context of potential impacts to Ecology's prior request and payment for LDR sample analysis for total metals. Ecology expressed a concern that the laboratory was not communicating method issues related to their samples in a customer responsive manner. Ecology, as a laboratory client, wants and expects to know what is going on. At issue is a WSCF laboratory procedure deviation from an EPA standard method protocol. The laboratory procedure did not require that clear liquids be digested like non-clear liquid and solid samples. The lack of digestion could hinder the degree to which suspended solids are solubilized and detected by the laboratory instrument, thus potentially impacting the repeatability of individual sample results. Ecology also questioned why their sample analytical request was not strictly followed. The method issue will be addressed in a letter summarizing laboratory actions taken and remaining; the Waste Services organization will have to address Ecology's latter concern regarding their specific analytical request.

RL ORGANIZATION

Ms. Bowers described the recent RL organization. The RL organization charts will be attached to these meeting minutes when finalized.

FLUOR HANFORD ORGANIZATION

Ms. L. E. Borneman, FH, described the recent FH reorganization and distributed hard copies to those in attendance. Attached.

OUTYEAR BUDGET PLANNING

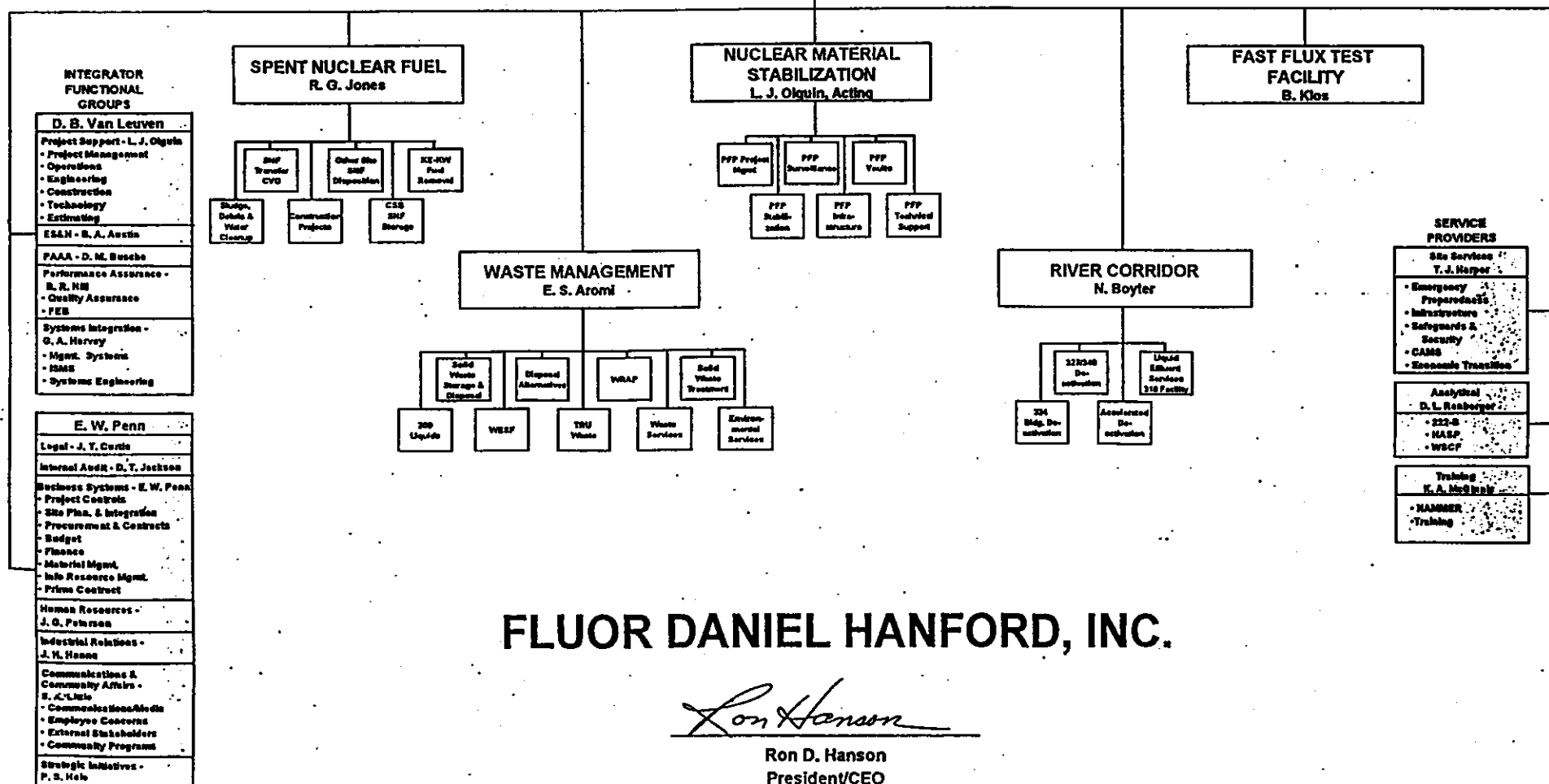
Ms. Bowers spoke briefly about budget planning that is currently taking place for fiscal year 2002. The laboratories budget numbers are not expected to change much. However, efforts are underway to direct enough money in "essential services" to maintain equipment, e.g., the 296-S-21 Stack at 222-S and equipment upgrades at both 222-S and WSCF. The past practice of running equipment to failure is now causing the need to shift some more funding to essential services. RL will follow up on availability of budget planning dollars as this information becomes available.

219-S PCB WASTE ISSUE UPDATE

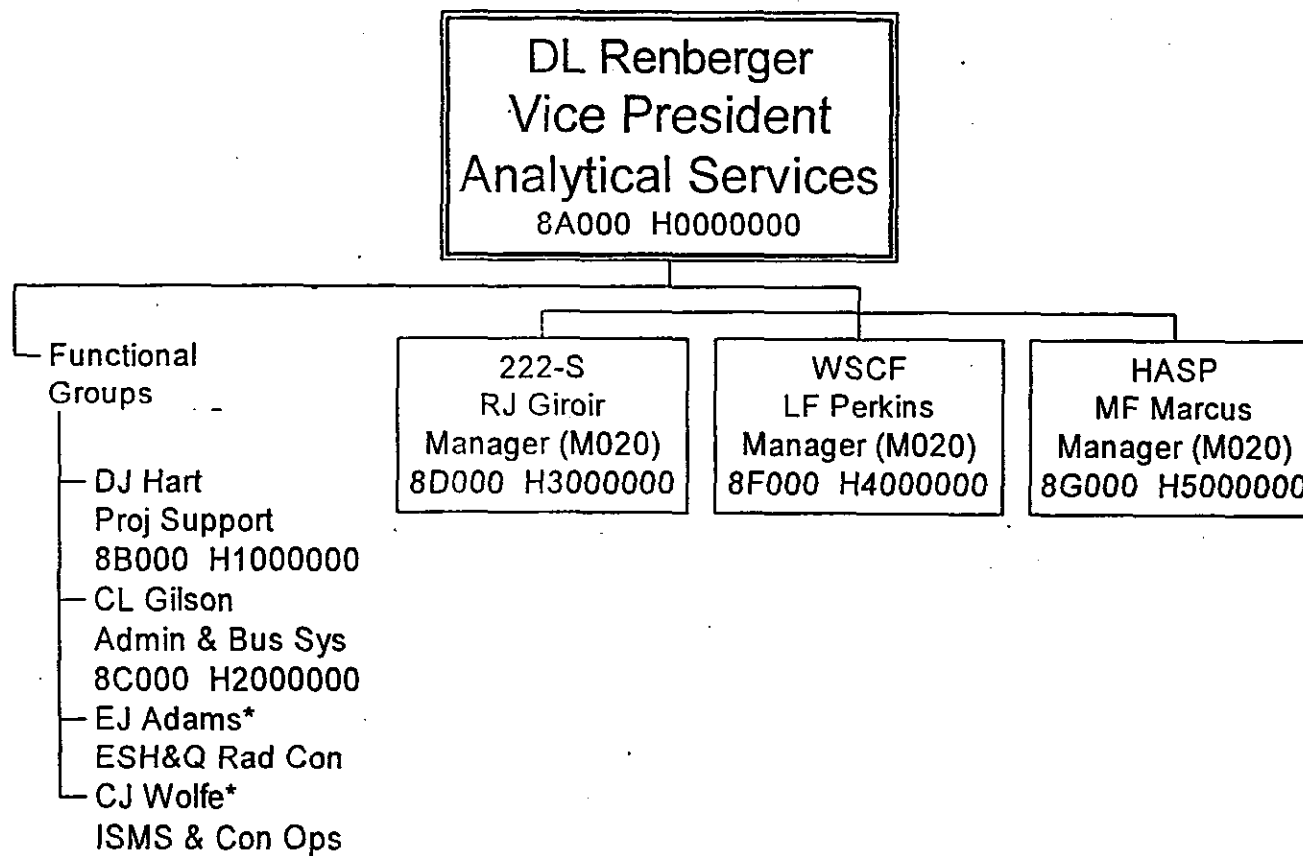
Ecology requested an update on the status of 219-S as it was impacted by PCB waste. It was subsequently reported that the contents of Tank 104 was containerized and transferred to T-Plant, where it will be solidified for longer term storage at CWC pending the availability of off-site treatment capability. The 219-S tank system is once again operational at the 222-S Laboratory. RL and FH will continue to work with ORP to resolve issues with the revised DST Waste Acceptance Criteria. Ecology asked about the disposal pathway for the solidified PCBs. RL responded that the Waste Services organization would be best equipped to answer that question.

The meeting ended at approximately noon.

| | | |
|--|--|--------------------------------|
| STRATEGIC STEERING GROUP A. M. Umek | President/CEO R. D. Hanson | ES&H ADVISORY BOARD |
| | Exec. Vice President/COO D. B. Van Leuven | |

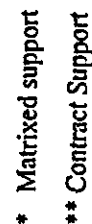


Analytical Services

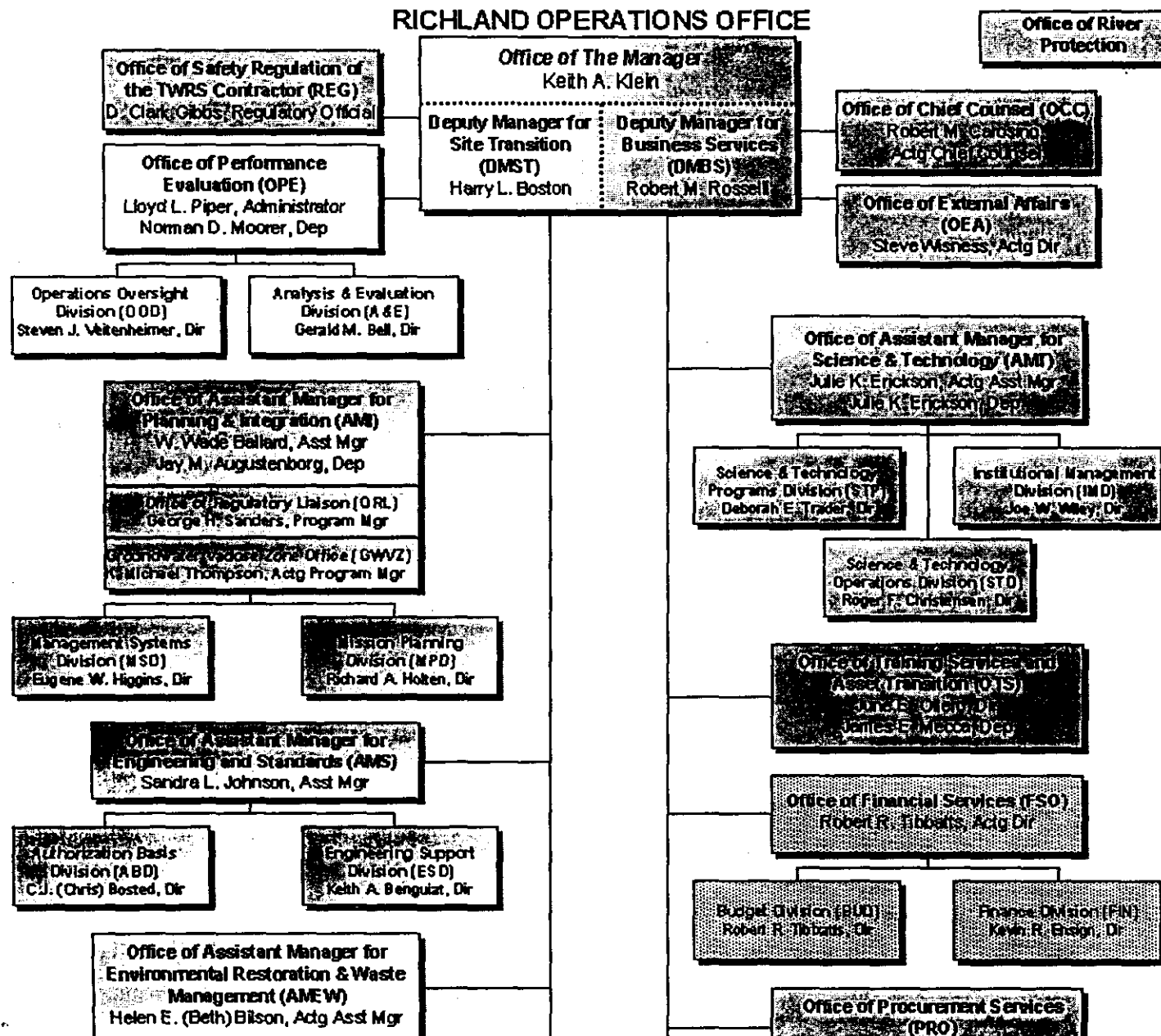


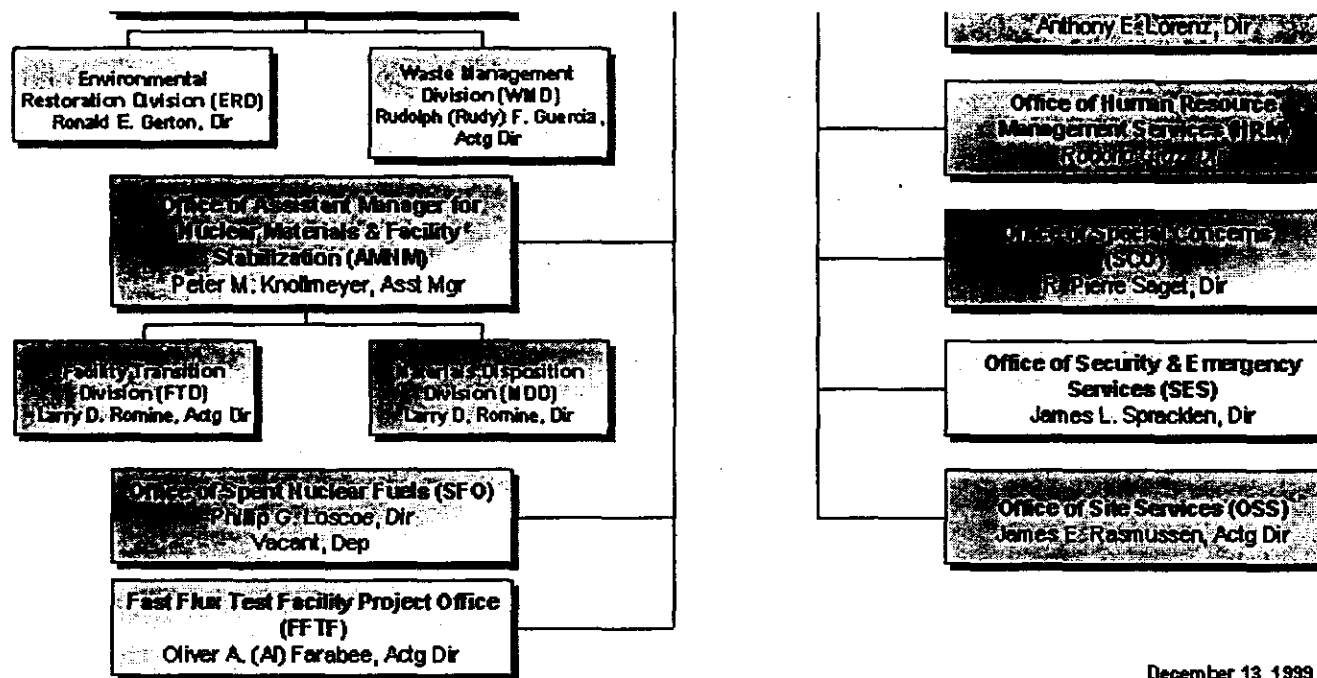
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Download new organization chart using Microsoft Powerpoint (when you select print, an 8-1/2 x 11 version of the chart will be printed)





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